

9.06.00.00 CLAIMS AND PAYMENT

9.06.01.00 **Requesting Payments for Independent Expert Claims**

Independent expert claims are submitted on Form RW 9-18 in two stages:

- **Initial Claim** - for completion of the required report or special contractual assignment.
- **Supplemental Claim(s)** - for pretrial conferences, trial time, and authorized additional work.

If the report covers only one ownership, the initial and supplemental claims may be consolidated on the same form.

The District includes the expenditure authorization number and appropriate stamp in the upper margin for claims on Federal program projects.

9.06.02.00 **Initial Claims**

The expert must submit a single initial claim to cover all work not withdrawn by the State. Partial payments of the initial claim for partially completed reports are not allowed. Any deviation from this policy must be explained in Remarks. The District must not recommend payment for work not complying with accepted professional quality standards.

If the State withdraws parcels, the State and the expert must reach an understanding regarding the proper amount of the adjusted claim. The expert submits an invoice for the remaining contracted work in accordance with the contract and with the adjusted invoice amount.

9.06.03.00 **Supplemental Payments**

Pretrial conferences, trial time, and authorized additional work are billed after completion of all work required for single trial ownership. A single claim for all supplemental work performed for a trial ownership is preferred but exceptions may be allowed in protracted cases. A supplemental claim is not to cover more than one trial ownership.

The description of additional work must specifically detail the type of work involved and the dates such work was completed. Sufficient substantiation must be included to show the work is outside the scope of the original report. The Continuations section or extra pages can be used if necessary.

The State's attorney certifies with a certification stamp and his or her signature any claims for Pretrial Conferences, Trial Dates, and Additional Work requested in Item B. The R/W contract manager audits and certifies all claims for additional work with the receiving record stamp, and the R/W functional manager approves payment of claims by signing the receiving record stamp.

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